



**ANITA M. BOCK**  
Director

## **County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

July 2, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Board of Supervisors

GLORIA MOLINA  
First District

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Second District

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Third District

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Fifth District

Dear Supervisors:

**REQUEST TO ACCEPT GRANT FUNDS AND APPROVE A SERVICE  
AGREEMENT WITH UNITED FRIENDS OF THE CHILDREN  
TO CONTINUE BRIDGES TO INDEPENDENCE PROGRAM AND TRANSITIONAL  
HOUSING PROGRAM SERVICES TO EMANCIPATING FOSTER YOUTH  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Accept a grant of up to \$1,378,989 from United Friends of the Children, Inc. (UFC) for the period January 1, 2002 through June 30, 2003 to continue the Bridges to Independence/Transitional Housing Program, which assists emancipating foster youth in achieving economic self-sufficiency. This funding is the required local match for the eleven U.S. Department of Housing and Urban Development (HUD) Supportive Housing Program grants that fund the program. The UFC grant funds are included in the Department's FY 2001-02 Adopted Budget and FY 2002-03 Proposed Budget.
2. Approve the attached Agreement with United Friends of the Children, which has been approved by County Counsel as to form, and instruct the Chairman of the Board to sign the Agreement.
3. Delegate authority to the Director of Children and Family Services to prepare and sign amendments to the terms of the attached Agreement, after approval by the Chief Administrative Office and by County Counsel as to form, for changes as described in Section 10.2 of the attached Agreement which do not affect the scope of work, period of

performance, budget, or which do not materially alter any term or condition included in the Agreement.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended actions is to continue Bridges to Independence Program (Bridges) services and the County's Transitional Housing Program (THP) services through June 30, 2003. Bridges/THP has served about 160 youth annually who need services to assist them in transitioning to become economically self-sufficient adults. The program provides, among other things, shelter, food, financial assistance, counseling, employment assistance, and guidance. Without Bridges/THP, the basic needs of many of these youth would not be met and many would be faced with the likelihood of homelessness because they lack the basic life skills necessary to achieve economic self-sufficiency. This program also seeks to assist these youth in avoiding dependence on welfare assistance and in avoiding behaviors that would subject them to the criminal justice system.

Execution of the new Agreement will enable DCFS and UFC to continue providing Bridges/THP services through June 30, 2003 to Independent Living Program (ILP) eligible youth emancipating from the foster care system.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the County Strategic Plan by ensuring access to emancipation and post-emancipation services (Goal #1 – Service Excellence, Strategy #2 – Design seamless ["One County"] service delivery systems), increasing public/private partnerships (Goal #4 – Fiscal Responsibility, Strategy #3 – Increase public/private partnerships), and transcending functional and jurisdictional boundaries to ensure the well-being of these youth (Goal #5 - Children and Families Well-Being, Strategy #1: Coordinate, collaborate, and integrate services for children and families across functional and jurisdictional boundaries).

### **FISCAL IMPACT/FINANCING**

The total UFC grant for the period January 1, 2002 through June 30, 2003 will be \$1,378,989. Of this amount, \$730,791 has been allocated for the period January 1, 2002 through June 30, 2002 and \$648,198 will be allocated for the period July 1, 2002 through June 30, 2003. The UFC funds will be used as the required local matching funds for the eleven U.S. HUD Supportive Housing Program grants that provide funding for the program. Total HUD grant funding for January 1, 2002 through June 30, 2003 is \$5,557,125. To meet a projected shortfall in funding for the program for FY 2002-03,

when UFC's contribution will be reduced to \$648,198, DCFS has identified \$1,002,825 in federal ILP funding as an additional match in order to supplement and ensure continuance of the program through June 30, 2003.

The attached Agreement contains several provisions which provide that UFC may not receive its anticipated funding for this program. If UFC does not receive such funding, DCFS may have to fund the program using additional ILP funds while it seeks other sources of funding to ensure continuance of the program, and/or it may need to reduce the level of funding committed to this program. In any event, there will be no net County costs.

The UFC grant funds are included in DCFS's FY 2001-02 Adopted Budget and in the FY 2002-03 Proposed Budget. If UFC's grant is not accepted by your Board, DCFS will likely be unable to continue Bridges/THP services at its current level of service or will have to supplement the program with ILP funds, at least until other funding can be identified and obtained.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Bridges was implemented by UFC in 1996 and coordinated with the County's THP in a Bridges/THP Agreement approved by your Board on October 8, 1996 for the period October 8, 1996 through June 30, 1999, with two automatic one-year renewals through June 30, 2001. On June 19, 2001, your Board extended the first Agreement through December 31, 2001. There were some unexpected delays in developing a new Agreement to continue the program through June 30, 2003, as DCFS and UFC revised contract provisions, redefined some program roles, obtained legal counsel reviews, and met several times to finalize the attached Agreement. In principle, the Department and UFC have agreed to continue the program uninterrupted pending approval of the attached Agreement by your Board. The Agreement is retroactive, but is a grantee-grantor funding Agreement in which the County is receiving grant funding in exchange for services for the period specified in the Agreement, from January 1, 2002 through June 30, 2003.

The Agreement does not follow the customary format of County initiated agreements, as UFC is providing funding for DCFS to perform services. However, UFC funding is not guaranteed. UFC can terminate the Agreement immediately if it does not receive its anticipated funding. This Agreement represents a significant revision from the County's first Agreement with UFC approved by your Board in October 1996. The changes include background on the continuance of the program, UFC's continued financial resources for the program, and clarifications of the respective roles of DCFS and UFC. The insurance provisions have been updated. The indemnification provisions are also

different, with both parties indemnifying each other. The attached Agreement has been reviewed and approved by the Chief Administrative Office (CAO) and County Counsel has approved the Agreement as to form. The insurance and mutual indemnification provisions have been reviewed and approved by CAO Risk Management.

### **CONTRACTING PROCESS**

No solicitation process was involved in the Bridges/THP grant. DCFS and UFC are proposing to enter into an agreement whereby UFC will provide funding to DCFS in exchange for the performance of services by DCFS.

### **IMPACT ON CURRENT SERVICES**

Approval of the recommended actions will allow continuation of Bridges/THP services to emancipating foster youth in need of life skills training, housing assistance, and other services necessary to assist them toward economic self-sufficiency. UFC funding is a critical local funding match for these services. Without UFC funding, Bridges/THP services would have to be funded with additional ILP funds and possibly downsized until sufficient private sector funding could be identified to serve as matching funds for the HUD commitment to the program.

### **CONCLUSION**

Upon approval of acceptance of this grant and execution of the attached Agreement by your Board, it is requested that the Executive Officer/Clerk of the Board send a copy of the adopted Board letter to:

1. Department of Children and Family Services  
Attention: Theresa Wisda, Contract Manager  
425 Shatto Place, Room 205  
Los Angeles, California 90020
2. County Counsel, Children's Services  
Attention: Kathleen Felice, Senior Deputy County Counsel  
201 Centre Plaza Drive  
Monterey Park, California 91754-2143
3. United Friends of the Children  
Attention: Polly Williams, President  
5701 W. Slauson, Suite 220  
Culver City, California 90230

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Sincerely,

ANITA M. BOCK  
Director

AB:rd

Attachments (2)

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors  
County Counsel

Los Angeles County Chief Administrative Office  
 Grant Management Statement for Grants \$100,000 or More

<b>Department:</b> Los Angeles County Department of Children and Family Services		
<b>Grant Project Title and Description:</b>		
Bridges to Independence Program funds provided through United Friends of the Children (UFC) as matching funds for eleven HUD grants which also provide funding for the Bridges to Independence/Transitional Housing Program (BRIDGES/THP) program.		
<b>Funding Agency:</b>	<b>Program (Fed. Grant #/State Bill or Code #)</b>	<b>Grant Acceptance Deadline:</b>
United Friends of the Children	(None)	7/31/02
<b>Total Amount of Grant Funding:</b> Up to \$1,378,989		<b>County Match:</b> None
<b>Grant Period:</b> 1/1/02 – 6/30/03	<b>Begin Date:</b> 1/1/02	<b>End Date:</b> 6/30/03
<b>Number of Personnel Hired Under this Grant:</b>	<b>Full Time:</b> 34** (See "Other Requirements Not Mentioned Above")	<b>Part Time:</b> 0
<b>Obligations Imposed on the County When the Grant Expires</b>		
<b>Will all personnel hired for this program be informed this is a grant-funded program?</b> No		
<b>Will all personnel hired for this program be placed on temporary "N" items?</b> Yes		
<b>Is the County obligated to continue this program after the grant expires?</b> No		
<b>If the County is not obligated to continue this program after the grant expires, the Department will:</b>		
<b>a.) Absorb the program cost without reducing other services?</b> Yes, to the extent feasible		
<b>b.) Identify other revenue sources? (Describe Below)</b> Yes The Department is currently using Independent Living Program (ILP) funds and UFC funds as matching funds for eleven HUD grants that provide funding for the Bridges to Independence/Transitional Housing Program. The Department is looking into use of ILP funds to continue this program after the HUD grants expire.		
<b>c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant?</b> Yes		
<b>Impact of Additional Personnel on Existing Space:</b>		
Negligible, Since Program Staff are Identified from Among Existing Department Personnel		
<b>Other Requirements Not Mentioned Above:</b>		
**A total of 34 Departmental Staff are funded by the Department's eleven HUD grants. UFC funds provide the local match required by HUD.		

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Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Anita M. Bock, Director

**UNITED FRIENDS OF THE CHILDREN's**  
**BUDGETED MATCH FOR THE PERIOD January 1, 2002 to June 30, 2003**  
**for the TRANSITIONAL HOUSING PROGRAM**  
**EXHIBIT C**

	<b>FY01/02</b> <b>1/01/2002-</b> <b>6/30/2002</b>	<b>FY02/03</b> <b>7/1/2002-</b> <b>6/30/2003</b>	<b>TOTAL</b>
<b>Number of Youth</b>	284		
<b><u>SUPPORT SERVICES</u></b>			
Child Care	63,347	40,169	103,516
Case Mngmnt (Including Counseling, Mentoring, ILP Training, etc.)	181,779	163,333	345,112
Supervising Childrens Social Workers	-	-	-
Emancipation Assistant	-	-	-
Program Coordinator	31,292	12,893	44,185
Food	259,984	148,716	408,700
Van	-	-	-
Empl. Asstnce (Including Transp.)	2,008	26,116	28,124
Permanent Housing Assistance	2,000	24,495	26,495
<b>Total Support Services</b>	<b>540,410</b>	<b>415,722</b>	<b>956,132</b>
<b><u>OPERATING COSTS</u></b>			
<b><u>Apartments</u></b>			
Maintenance & Repairs	14,531	10,741	25,272
Utilities	90,960	48,757	139,717
Renter's Insurance	-	-	-
Furnishings/Equipment	35,700	21,306	57,006
Household Supplies	49,190	23,608	72,798
<b>Total Apt. Operating Costs</b>	<b>190,381</b>	<b>104,412</b>	<b>294,793</b>
<b><u>Program Offices</u></b>			
Office Supplies	-	-	-
Computers	-	-	-
Operating Personnel	-	127,163	127,163
Telephone Costs	-	901	901
<b>Total Prog. Off. Operating Costs</b>	<b>-</b>	<b>128,064</b>	<b>128,064</b>
<b>Total of All Operating Costs</b>	<b>190,381</b>	<b>232,476</b>	<b>422,857</b>
<b>TOTAL BUDGET (1/1/2002-6/30/2003)</b>	<b>730,791</b>	<b>648,198</b>	<b>1,378,989</b>

**NOTES/REMARKS:**

- All expenditures incurred by the Transitional Housing Program (child care, food, etc.) are initially paid by DCFS. DCFS then prepares invoices to HUD for reimbursement and to UFC for reimbursement/match.
- UFC's Total match is based on the consolidation of all match for each HUD I-XII.
- Match that is required of UFC is adjusted based on the required % match by HUD by it's major expenditure category namely:
  - a) Supportive Services
  - b) Operating Costs
- Distribution of Cost between HUD and Bridges is a proration of the total 284 youth that the Transitional Housing Program is to serve.
- UFC's match on the salaries for supportive services re: case management is based on the distribution of salaries of approx. 8 out of 12 CSWs.
- UFC's match on the salaries for the operating costs and the other staff that provides support services is distributed prorata to all grants and UFC based based on the number of youth in the grant.